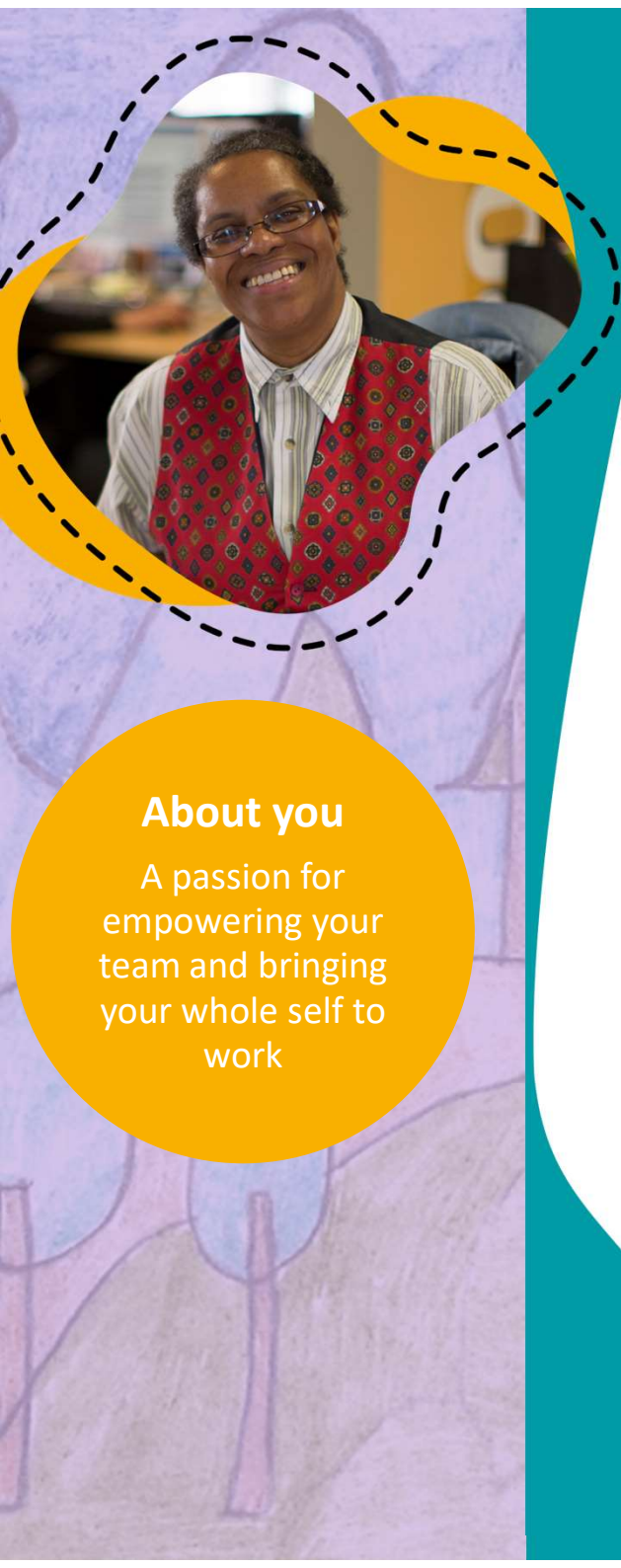


# Finance Operations Coordinator



## What you will do

- Process all finance transactions required to maintain the sales, purchase and general ledgers
- Manage billing for payment on service delivery and manage amendments to recurring billing, including updating CRM, sales ledgers and funder portals as appropriate
- Manage posting of receipt transactions from multiple bank statements
- Prepare and process month and year end journals for several business units
- Providing monthly and ad hoc reporting of transactional data
- Collaborate with regional finance colleagues to build trusting relationships and a good understanding of their requirements of processes



## About you

A passion for empowering your team and bringing your whole self to work

## What you will bring

- Ability to maintain accuracy and attention to detail
- Adaptable to change and be able to work flexibly, managing a variable workload and conflicting priorities
- Excellent communication skills to enable effective collaboration with colleagues in other finance teams
- Problem solving capabilities and the ability to identify the people or teams that can help you get the job done when issues arise
- Team player who encourages and supports others in developing a positive workplace

## Your experience

- Experience of working with people with a learning disability is desirable but not essential
- Experience of working within a fast-paced, high-volume transactional finance role, responding to changing priorities
- Wide ranging use of Microsoft applications, particularly Excel, and experience of different financial and CRM systems
- Some technical accounting knowledge to understand the accounting impact of transactions processed would be a benefit
- Experience of accountability to multiple teams could be a benefit, as work is processed on behalf of different teams

**We are always interested to hear about your broader experience, so if you are passionate about making the UK the best place for people with a learning disability, and you are looking for a role you can make a real impact in, please apply.**

## Who you can expect to work with

People we support and their families and supporters

Finance colleagues providing services and support across Mencap

Local authorities, NHS trusts, housing associations, DWP

Operational staff working in different Mencap services

Internal customers from other Mencap teams



▶ [Click here to listen to what our colleagues think](#)

## Mencap's values and how they apply to this role

We are **Passionate** about making the world a better place

You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are **Inclusive** of everyone

You will be inclusive by making sure that your services support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard and different views listened to

We are **Brave** we challenge and try new things

You will be brave by encouraging people to have big ideas about what would make their service/team the best place to work and you will test things out and learn from mistakes

We are **Positive** in our work and with each other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are **Kind** to everyone

You will be kind and considerate in all of your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work